

# Installation Central In and Out Processing Facility

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## Installation Out-Processing

You have your orders and it's time to leave again; now what do you do? Come to the Central Processing Facility (CPF). It does not matter if you are PCSing, retiring or have fulfilled your enlistment requirement and you are moving on, we can help you answer that question. Here at the CPF we offer standardized out-processing services for all military members, civilians, contractors and their family members leaving the Stuttgart Community. It is mandatory to be issued community clearing papers along with your unit or agency clearing papers when you leave the community whether it is due to a permanent change of station, retiring or "getting out".

The CPF's out-processing program will insure that you clear the community in a smooth and timely manner. CPF will give you an out-processing timeline, schedule appointments, and prepare clearance papers for you to pick-up. Your clearance papers will show a list of agencies who want to see you before you depart, and you will be asked to get their signature once you have cleared with them. Civilians are required to out-process the community and will be issued the same clearing papers Military members.

## Out Processing the Community

In order to cut down on the "leg work" that occurs during out-processing the CPF has a program called "**Pre Clear**" in which the CPF finds out what agencies need to see the outgoing person. Being placed in "**Pre Clear**" allows the CPF to pre-clear you through multiple agencies without you having to be there in person. For the CPF to successfully implement "**Pre Clear**" you need to notify the CPF of your departure 21 days before you leave.

Upon receipt of your clearance papers you will be given 10 working days to clear the all agencies.

**NOTE:** How much time you are given to clear will be determined by your organization, but will not be less than 5 days and not more than 10 days.

The 1/10<sup>th</sup> Special Forces Group and SOCEUR have requested that the CPF add their unit-specific areas to the CPF community installation clearance papers we issue other units will issue their own internal clearing papers in addition to the CPF community installation clearing papers. Check with your unit to see if

they have their own internal checklist.

We understand that not everyone will be able to clear according to our timeline, and our staff will work with you based upon your individual needs.

Here are some helpful hints to clear the installation:

- Submit a request for clearance papers with CPF as soon as you know you are leaving. Upon submitting your request you will be given a timeline to clear which will be based upon your departure date. This is as follows:
  - o 90-120 days – Attend the pre-separation brief
  - o 10-12 days – Pick up clearance papers
  - o 2 days – Final out
- Attending the PCS briefing/pre-separation/pre-retirement briefing is an opportunity to get information from key agencies as to their out-processing procedures. This is held on the 3<sup>rd</sup> Wednesday of each month. These agencies include: [Army Community Service](#), [Housing](#), [Transportation](#), [Legal](#), [Vehicle Registration](#), [Dental](#), [Medical](#) and [Tricare services](#).
- Once you have your orders you may schedule appointments with the Transportation, [Housing](#), and Central Issue Facility.
- Contact your Personnel/Finance office to see what documents they require in order for you to clear their agency.

### **Permanent Change of Station (PCS)**

A Permanent Change of station is when you are leaving your current duty station to be assigned to a new duty station. Call the Central Processing Facility to ask about the PCS brief and don't forget to stop by and pick up your community clearing papers.

### **Retirement**

Congratulations on your upcoming retirement. The staff at the Central Processing facility would like to be the first to thank you for and your family's commitment and selfless service to our Country. In order to help you plan for your retirement and your transition into civilian life, contact the [Stuttgart Transition Center](#) (DSN 431-2698) and the Army Career and Alumni Program (ACAP) (DSN 431-2191) Office for further information. Call the Central Processing Facility to ask about the pre-retirement briefing and don't forget to stop by and pick up your community clearing papers.

For service specific retirement information click on the links below;

- o Army – [Army Career and Alumni Program](#)

- Air Force – [Air Force Community - Retirement](#)
- Coast Guard – [Coast Guard Human Resources](#)
- Marines – [MCCS](#)
- Navy – [CNIC](#)
- All Service Members – [Turbo Tap](#)

### **Expiration of Term of Service (ETS)**

The CPF would like to be the first to thank you for your service to our Country. You have served your country now it's time to move on to the next phase of your life, what do you do now? The first thing you need to do is contact the [Stuttgart Transition Center](#) and The Army Career and Alumni Program (ACAP). Call the Central Processing Facility to ask about the pre-separation briefing and don't forget to stop by and pick up your community clearing papers.

For service specific transition information click on the links below;

- Army – [Army Career and Alumni Program](#)
- Air Force – [Air Force Community – Transition](#)
- Coast Guard – [Coast Guard Human Resources](#)
- Marines – [MCCS](#)
- Navy – [CNIC](#)
- All Service Members – [Turbo Tap](#)